

VOLUNTARY APPLICATION FILE
(VAF)
TEMPORARY APPOINTMENTS NTE 1 YEAR

ANNOUNCEMENT #	OPENING DATE	CLOSING DATE
VASF-00-0002	12/20/1999	open until further notice
VASF-00-0004	03/24/2000	open until further notice
VASF-00-0005	03/24/2000	open until further notice
VASF-01-001	01/05/2001	open until further notice
VASF-01-003	02/15/2001	open until further notice
VASF 01-004	02/23/2001	open until further notice
VASF-01-007	03/06/2001	open until further notice
VASF-01-010	03/22/2001	open until further notice
VASF-01-011	04/06/2001	open until further notice
VASF-01-012	04/07/2001	open until further notice
VASF-01-015	05/08/2001	open until further notice
VASF-01-016	05/08/2001	open until further notice
VASF-01-017	05/08/2001	open until further notice
VASF-01-019	05/11/2001	open until further notice
VASF-01-021	07/12/01	open until further notice
VASF-01-022	07/24/01	open until further notice

The Human Resources Office Pensacola is establishing a VAF file for the receipt of applications as one source that may be considered by management at their discretion to fill temporary positions that may occur.

Applications are currently being accepted for the following position(s). A separate application/resume is required for each grade level. Grade level must be put on each application for proper consideration

NOTE: Go to web site www.usajobs.opm.gov to view an individual announcement for each position. This includes the duties and knowledges, skills and abilities (KSAs) or job elements

<u>TITLE</u>	<u>SERIES & GRADE</u>	<u>ANNOUNCEMENT NO.</u>
Accounting Technician	GS-0525-05 and 6	VASF-00-0004
Computer Specialist	GS-0334-11	VASF-00-0005
Computer Specialist	GS-0334-12	VASF-00-0005
Computer Specialist (Programming and Analysis)	GS-0334-12	VASF-00-0005
Education Technician	GS-1702-05, 6 and 7	VASF-00-0004
Employee Relations Specialist	GS-0230-11	VASF-02-015

Housekeeping Aid	WG-3566-2	VASF-01-007
Human Resources Spec (Compensation)	GS-0201-9	VASF-01-022
Labor Relations Specialist	GS-0233-12	VASF-01-016
Laborer Leader	WL-3502-2	VASF-01-004
Laborer Leader	WL-3502-3	VASF-01-011
Management Analyst	GS-0343-11 and 12	VASF-00-0002
Management Assistant (O/A)	GS-0344-05, 6 and 7	VASF-00-0002
Military Personnel Clerk	GS-0204-04	VASF-01-019
Office Assistant (O/A)	GS-305-05	VASF-01-012
Office Automation Clerk	GS-0326-03	VASF-01-010
Office Automation Clerk	GS-0326-04, 5 and 06	VASF-00-0002
Personnel Management Specialist	GS-0201-11 and 12	VASF-01-017
Safety & Occupational Health Specialist	GS-0018-11	VASF-01-003
Secretary (O/A)	GS-0318- 04, 05 and 06	VASF-00-0002
Secretary (Steno)	GS-0318-07	VASF-01-001
Support Services Supervisor	GS-0342-7	VASF-01-021

The VAF is available for appointable noncompetitive candidates.

For example appointable noncompetitive applicants are:

- persons eligible for reinstatement;
- present and former Peace Corps staff eligible for noncompetitive appointment;
- former Canal Zone Merit System employees and Panama Canal Employment System employees eligible for noncompetitive appointment;
- certain present and former career Foreign Service employees eligible for noncompetitive appointment;
- Postal Career Service employees and Postal Rate Commission employees eligible for noncompetitive appointment;
- Veterans eligible for VRA appointment (VRA authority will be used for temporary appointment); Eligibility – If you served on active duty between August 5, 1964, and May 7, 1975, you have either 10 years after the date of your last separation from active duty, or until December 31, 1995, whichever is later. If you first entered active duty after May 7 1975, you have 10 years after the date of separation from active duty, or until December 31, 1999, which ever is later. This is for GS-11 and below.
- present and former overseas/NAF employees eligible for noncompetitive appointments under one of the few Executive Orders;
- present and former General Accounting Office employees eligible for noncompetitive;
- disabled veterans who have a compensable service-connected disability of 30 percent or more;
- employees who served in the Panama Canal Commission's United States offices for noncompetitive appointment;
- ICTAP-Individuals who have special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well-qualified means, the applicant meets the basic qualification and eligibility requirements and all selective placement factors, is evaluated above minimally qualified against the knowledge, skills and abilities

(KSA) or job elements and is able to satisfactorily perform the duties of the position upon entry. Refer to individual announcements listed on www.usajobs.opm.gov for KSA's or job element. Displaced Federal employees seeking ICTAP eligibility must submit proof they meet the requirements of CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of the most recent performance appraisal; and a SF-50 noting current position, grade level, and duty location.

OTHER INFORMATION:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any parts of the application and hiring process, you may call 850-452-2116 ext 432. The decision on granting reasonable accommodation will be on a case-by-case basis.

Candidates **MUST** include all supporting documentation with applications submitted. .

If work experience was on a part-time or on-call basis be sure to include the number of hours per week that was spent performing those functions.

This announcement may be closed, modified, or superseded at anytime.
Positions may occasionally be added to or deleted from this announcement, as hiring needs dictate.

When applicants from this announcement are considered candidates, first consideration will be given to those candidates who have an application on file at the time the recruit action(s) is/are received

Acceptance of applications is NOT limited to candidates within the local commuting area or the same geographic area of the position; however, Permanent Change of Station (PCS) funding is not expected to be authorized if a move is required to the duty location.

Any applications furnished to managers will be reviewed for minimum qualifications requirements including selective placement factors appropriate for the vacancy(s) and be provided to management officials in accordance with veteran preference requirements.

Applications are accepted in electronic format and may be sent to

Hropvasf@hropensacola.navy.mil

If you have the capability, supporting documentation may also be sent electronically.

Otherwise applications and supporting documents may be sent to:

**Human Resources Office, Attn: Code N2, 368 South Avenue, Pensacola, FL
32508-5124**

Completed candidate application packages include the application, i.e. SF-171, OF-612, Application for Merit Promotion (HRO 12334/1(01-95), or resume, a copy of your most recent performance appraisal, SF-50 and highest permanent grade held, DD-214s for all periods of service, letter from the Veterans Administration dated within the last 12

months stating the disability and percent of award (if applicable) and/or all other related documentation required for proof of appointability.

- FREQUENTLY ASKED QUESTIONS

-Q. What grade levels can I apply for?

-A. Eligible applicants may apply for positions at the same grade level or below that was held on a permanent basis in the past. Eligible veterans based on VRA authority may apply for positions up to the GS-11 level, if qualified.

-Q. Can I get a promotion from the voluntary applicant file?

-A. NO, the noncompetitive nature of this type of recruitment source does not allow for competition that is necessary to advance to the next higher grade.

-Q. How long will an application be held in an active status?

-A. For 12 months from receipt of the application; or, until this announcement is otherwise closed, modified or superseded, whichever comes first.

-Q. What format is required for application?

-A. SF171, OF612, Application for Merit Promotion (HRO 12335/1 (01-95), or a resume are all acceptable forms of application. In cases where not enough information(s) provided to make a qualification determination or an appointability determination, the application may be disregarded due to lack of information.

-Q. What is considered a complete application package for use in the voluntary applicant file:

-A SF-71, OF-612, Application for Merit Promotion (HRO 12335/1 (01-95) or resume, copy of most recent Performance Appraisal, SF-50 and highest permanent grade held, DD-214s for all periods of service, letter from the Veterans Administration dated within the last 12 months stating the disability and percent of award (if applicable) and/or all other related documentation required for proof.

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The Federal Government is an Equal Opportunity Employer

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